

Hurricane Preparation Check List –

CEBAF Center

YEAR-ROUND READINESS

1. Reception Desk staff monitors weather radio; alerts Building Manager of any watches or warnings. The nearest weather alert radio is located in Bldg. 12, CEBAF Center, first floor at reception desk.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

Duration of Hurricane Season (June 1 – Oct. 30)

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
 - a) 450 garbage bags with ties
 - b) 10 flashlights and spare batteriesThe physics Division Severe Weather Supply box is located in the EEL mezzanine: (Contact Division EH&S, X7608).
4. The physics Division Severe Weather Supply box is located in the EEL mezzanine: (Contact Division EH&S, X7608).
5. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review major meetings scheduled for CEBAF Center in next 2-3 days, notify organizers of potential severe weather, and coordinate rescheduling if applicable.
2. Evaluate all contract work in progress or about to start and take appropriate action.
3. Brief alternate on roles during Readiness Condition 3.
4. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Send general (office) and computer precautions checklist to building occupants.
2. Building occupants implement the following checklist before departing:
 - a. Back up each PC or Macintosh. Store the backup in a different location from the computer.
 - b. Turn off computer and all peripherals.
 - c. Unplug all computer power, communications connections, peripherals, and other electrical equipment.
 - d. Turn off and unplug all other equipment and appliances, except telephones.
 - e. Remove personal and other items which may be required during the recovery period, when building access may be restricted.
 - f. In first floor areas, move items susceptible to water damage from floors to table or desk tops.
 - g. Lower and close window blinds.
 - h. Turn off lights in room.
3. Close and lock office door.
4. Check nearby offices and common areas to ensure they also have been secured.
5. Move outside fixtures (smoking receptacles, trashcans, furniture, etc.) inside CEBAF Center.

6. Building Manager and safety wardens inspect hallways, kitchen, and common areas to ensure actions are complete; ensure flags are taken down outside.
7. Establish and notify building occupants of pick-up locations for supplies.
8. All offices with exterior windows:
 - a. Turn off, unplug, and cover sensitive equipment which could be damaged by water with plastic bags, including computers, peripherals, overhead projectors and other electronic equipment.
 - b. If feasible without unplugging, place telephones in desk or cabinet; otherwise, cover with plastic.
 - c. Store all critical books, documents, diskettes, and papers in a secure drawer or sealed plastic bag.
9. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
10. **Report completion of preparations to line management.**

DOWNGRADING READINESS CONDITIONS

1. Meet with Safety Warden and alternate and division/office representatives to make plans.
2. JLab employees will be notified when it is safe to return to their offices.
3. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
4. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
5. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).